

RESTRICTED

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Approved For Release 2001/07/12 : CIA-RDP81-00728R000100050045-0

Approved For Release 2001/07/12 : CIA-RDP81-00728R000100050045-0

CENTRAL INTELLIGENCE GROUP

C. I. G. ADMINISTRATIVE ORDER

GROUP HOSPITALIZATION

Reference: CIG Administrative

STATINTL

1. In accordance with an agreement with Group Hospitalization, Inc., the CIG Group Hospitalization Unit, Employee Relations Section, Personnel Division, Personnel and Administrative Branch, is activated effective this date.

STATINTL

2. [REDACTED] Room 114, North Building, Extension 680, is appointed Group Treasurer.

3. Inquiries, applications for membership, and payments on contracts in connection with group hospitalization will be made to

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[REDACTED]  
Colonel, AGD  
Executive for Personnel and Administration

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive for Personnel and Administration

DATE: 5 December 1946

FROM : Chief, Finance Division

SUBJECT: Proposed Procedure Issuances

Attached hereto is the original and one copy of two proposed Administrative Orders, one entitled "Group Hospitalization" and the other entitled "Maternity Leave". The signatures of the officials who have approved these proposed orders are on the reverse side of the original drafts.

Will you kindly review and if you consider these drafts satisfactory, please arrange for clearance and release.

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Edward R. Saunders  
Chief, Finance Division

*See Adm. Orders  
for final drafts which  
were published 17 Dec. 46.*

*draft done*

*maternity leave*

TOP SECRET . SECRET . CONFIDENTIAL . RESTRICTED . UNCLASSIFIED  
 (Sender will circle classification Top and Bottom)

CENTRAL INTELLIGENCE GROUP  
 INTER-OFFICE ROUTING SLIP  
 (Revised 10 Sept 1946)

STATINTL

*Admin Order*  
*Exec*  
*12 Dec. 46*

| FROM  | TO | INITIALS     | DATE     |
|---|----|--------------|----------|
| DIRECTOR OF CENTRAL INTELLIGENCE                |    |              |          |
| EXECUTIVE TO THE DIRECTOR                       |    |              |          |
| SECRETARY TO THE DIRECTOR                       |    |              |          |
| EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR      |    |              |          |
| ADVISORY COUNCIL                                |    |              |          |
| Deputy EXECUTIVE FOR PERSONNEL & ADMINISTRATION |    | <i>W. M.</i> | 12/13/46 |
| CENTRAL RECORDS                                 |    |              |          |
| SECRETARY, NIA                                  |    |              |          |
| CHIEF, INTERDEPARTMENTAL STAFF                  |    |              |          |
| ASST. DIRECTOR, SPECIAL OPERATIONS              |    |              |          |
| ASST. DIRECTOR, RESEARCH & EVALUATION           |    |              |          |
| ASST. DIRECTOR, COLLECTION & DISSEMINATION      |    |              |          |
| CHIEF, SECURITY BRANCH                          |    |              |          |
|   |    |              |          |
|   |    |              |          |

\_\_\_ APPROVAL      \_\_\_ INFORMATION      \_\_\_ DIRECT REPLY  
 \_\_\_ ACTION      \_\_\_ RETURN      \_\_\_ COMMENT  
 \_\_\_ RECOMMENDATION      \_\_\_ PREPARATION OF REPLY      \_\_\_ FILE  
 \_\_\_ SIGNATURE      \_\_\_ CONCURRENCE      \_\_\_ DISPATCH

REMARKS: The attached proposed Admin. Order on Group Hospitalization is forwarded for your approval of publication.

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CENTRAL INTELLIGENCE GROUP

130-1-1  
[REDACTED]  
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C.I.G. ADMINISTRATIVE ORDER [REDACTED]

GROUP HOSPITALIZATION

STATINTL

Reference: CIG Administrative Order [REDACTED]

1. In accordance with an agreement with Group Hospitalization, Inc., the CIG Group Hospitalization Unit, Employee Relations Section, Personnel Division, Personnel and Administrative Branch, is activated effective this date.
2. [REDACTED] Room 114, North Building, Extension 680, is appointed Group Treasurer.
3. Inquiries, applications for membership, and payments on contracts in connection with group hospitalization will be made to [REDACTED]

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]  
Colonel, AGD  
Executive for Personnel and Administration

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Executive for Personnel and Administration

DATE: 12 December 1946

STATINTL

FROM : [REDACTED] Advisor for Management, ICAPS

SUBJECT: Proposed CIG Administrative Order on Group Hospitalization

Recommend rewording the attached draft of Administrative Order as indicated below:

1. The CIG Group Hospitalization Unit, Employee Relations Section, Personnel Division, P & A Branch, is activated effective this date.
2. [REDACTED] Room 114, North Building, Extension 680, is appointed Group Treasurer.
3. Inquiries, applications for membership, and payments on contracts in connection with group hospitalization will be made to [REDACTED]

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[REDACTED]  
Colonel, AGD

1 Incl.  
Draft of Adm. Order

CENTRAL INTELLIGENCE GROUP  
INTER-OFFICE ROUTING SLIP  
(Revised 10 Sept 1946)

| FROM  | TO | INITIALS | DATE     |
|---|----|----------|----------|
| DIRECTOR OF CENTRAL INTELLIGENCE                  |    |          |          |
| EXECUTIVE TO THE DIRECTOR                         |    |          |          |
| SECRETARY TO THE DIRECTOR                         |    |          |          |
| EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR        | 2  |          |          |
| ADVISORY COUNCIL                                  |    |          |          |
| X Deputy EXECUTIVE FOR PERSONNEL & ADMINISTRATION |    | WJP      | 12/10/46 |
| CENTRAL RECORDS                                   |    |          |          |
| SECRETARY, NIA                                    |    |          |          |
| CHIEF, INTERDEPARTMENTAL STAFF                    |    |          |          |
| ASST. DIRECTOR, SPECIAL OPERATIONS                |    |          |          |
| ASST. DIRECTOR, RESEARCH & EVALUATION             |    |          |          |
| ASST. DIRECTOR, COLLECTION & DISSEMINATION        |    |          |          |
| CHIEF, SECURITY BRANCH                            |    |          |          |
|   |    |          |          |
|   |    |          |          |

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\_\_\_ APPROVAL                      \_\_\_ INFORMATION                      \_\_\_ DIRECT REPLY  
\_\_\_ ACTION                        \_\_\_ RETURN                            \_\_\_ COMMENT  
\_\_\_ RECOMMENDATION                \_\_\_ PREPARATION OF REPLY            \_\_\_ FILE  
\_\_\_ SIGNATURE                      \_\_\_ CONCURRENCE                      \_\_\_ DISPATCH

REMARKS: The attached proposed Admin. Order on Group Hospitalization is forwarded for your comments or approval.

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CENTRAL INTELLIGENCE GROUP : 101 (b)(1)(C)

STATINTL

*2000-3*  
(2000)

[REDACTED]

STATINTL

*2000-3*  
(2000)

[REDACTED]

STATINTL

1. Pursuant to an agreement with Group Hospitalization, Inc., announcement is made of the activation, within the Employee Relations Section, Personnel Division, of the CIG Group Hospitalization Unit, effective immediately.

2. [REDACTED] Room 114, North Building, Extension 680, is appointed Group Treasurer.

STATINTL

3. All payments on contracts, applications for membership and inquiries relative to Group Hospitalization should be made with [REDACTED]

*to*

Reviewed By: SMOKE SMOKE SMOKE SMOKE

STATINTL

5 Dec 46  
(date)

5 Dec. 46  
(date)

Chief, Procedures Unit,  
Budget Section

... ..

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at, 080 telephone, building 430M, 411 room, [REDACTED] .  
[REDACTED] telephone building

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relative to Group Registration should be made with the [redacted] All payments on contracts, deposits, advance payments and interest on principal and interest

CENTRAL INTELLIGENCE GROUP

CIG ADMINISTRATIVE ORDER NO....

GROUP HOSPITALIZATION

Reference: CIG Administrative Order [REDACTED]

STATINTL

1. Pursuant to an agreement with Group Hospitalization, Inc., announcement is made of the activation, within the Employee Relations Section, Personnel Division, of the CIG Group Hospitalization Unit, effective immediately.

STATINTL

2. [REDACTED] Room 114, North Building, Extension 680, is appointed Group Treasurer.

STATINTL

3. All payments on contracts, applications for membership and inquiries relative to Group Hospitalization should be made with [REDACTED]

CENTRAL INTELLIGENCE GROUP

PERSONNEL AND ADMINISTRATIVE BRANCH  
INTER-OFFICE ROUTING SLIP

| FROM |   | TO | INITIALS | DATE |
|------|---|----|----------|------|
|      | EXECUTIVE FOR PERSONNEL AND ADMINISTRATION      |    |          |      |
| X    | DEPUTY EXECUTIVE FOR PERSONNEL & ADMINISTRATION |    |          |      |
|      | CHIEF, PERSONNEL DIVISION                       |    |          |      |
|      | CHIEF, FINANCE DIVISION                         |    |          |      |
|      | CHIEF, SERVICES DIVISION                        |    |          |      |
|      | CHIEF, SECURITY DIVISION                        |    |          |      |
|      | CHIEF, PROJECTS SUPPORT DIVISION                |    |          |      |
|      | CHIEF, COMMUNICATIONS DIVISION                  |    |          |      |
|      | CENTRAL RECORDS                                 | X  |          |      |
|      |   |    |          |      |
|      |   |    |          |      |

\_\_\_\_ APPROVAL      \_\_\_\_ INFORMATION      \_\_\_\_ DIRECT REPLY  
\_\_\_\_ ACTION      \_\_\_\_ RETURN      \_\_\_\_ COMMENT  
\_\_\_\_ RECOMMENDATION      \_\_\_\_ PREPARATION OF REPLY      + FILE  
\_\_\_\_ SIGNATURE      \_\_\_\_ CONCURRENCE      \_\_\_\_ DISPATCH

REMARKS:

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*Adm. Order*

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CENTRAL INTELLIGENCE GROUP  
 INTER-OFFICE ROUTING SLIP  
 (Revised 10 Sept 1946)



| FROM   | TO | INITIALS   | DATE |
|--|----|------------|------|
| DIRECTOR OF CENTRAL INTELLIGENCE             |    |            |      |
| EXECUTIVE TO THE DIRECTOR                    |    |            |      |
| SECRETARY TO THE DIRECTOR                    |    |            |      |
| ✓ EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR |    | <i>JSF</i> | 12/6 |
| ADVISORY COUNCIL                             |    |            |      |
| EXECUTIVE FOR PERSONNEL & ADMINISTRATION     | ✓  |            |      |
| CENTRAL RECORDS                              |    |            |      |
| SECRETARY, NIA                               |    |            |      |
| CHIEF, INTERDEPARTMENTAL STAFF               |    |            |      |
| ASST. DIRECTOR, SPECIAL OPERATIONS           |    |            |      |
| ASST. DIRECTOR, RESEARCH & EVALUATION        |    |            |      |
| ASST. DIRECTOR, COLLECTION & DISSEMINATION   |    |            |      |
| CHIEF, SECURITY BRANCH                       |    |            |      |
|  |    |            |      |
|  |    |            |      |

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\_\_\_ APPROVAL      \_\_\_ INFORMATION      \_\_\_ DIRECT REPLY  
 \_\_\_ ACTION      \_\_\_ RETURN      \_\_\_ COMMENT  
 \_\_\_ RECOMMENDATION      \_\_\_ PREPARATION OF REPLY      \_\_\_ FILE  
 \_\_\_ SIGNATURE      \_\_\_ DISPATCH

REMARKS:

*Col*  
*appears OK*  
*revision*

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CENTRAL INTELLIGENCE GROUP  
INTER-OFFICE ROUTING SLIP  
(Revised 10 Sept 1946)

| FROM  | TO | INITIALS | DATE     |
|---|----|----------|----------|
| DIRECTOR OF CENTRAL INTELLIGENCE                  |    |          |          |
| EXECUTIVE TO THE DIRECTOR                         |    |          |          |
| SECRETARY TO THE DIRECTOR                         |    |          |          |
| EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR        | X  |          |          |
| ADVISORY COUNCIL                                  |    |          |          |
| X Deputy EXECUTIVE FOR PERSONNEL & ADMINISTRATION |    | WDP      | 12/13/46 |
| CENTRAL RECORDS                                   |    |          |          |
| SECRETARY, NIA                                    |    |          |          |
| CHIEF, INTERDEPARTMENTAL STAFF                    |    |          |          |
| ASST. DIRECTOR, SPECIAL OPERATIONS                |    |          |          |
| ASST. DIRECTOR, RESEARCH & EVALUATION             |    |          |          |
| ASST. DIRECTOR, COLLECTION & DISSEMINATION        |    |          |          |
| CHIEF, SECURITY BRANCH                            |    |          |          |
|   |    |          |          |
|   |    |          |          |

☒ APPROVAL      ☐ INFORMATION      ☐ DIRECT REPLY  
☐ ACTION      ☒ RETURN      ☐ COMMENT  
☐ RECOMMENDATION      ☐ PREPARATION OF REPLY      ☐ FILE  
☐ SIGNATURE      ☐ CONCURRENCE      ☐ DISPATCH

REMARKS: The attached is forwarded to you for approval for issuance  
as [REDACTED] has suggested in his memo of 12 Dec. 1946.

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# Office Memorandum • UNITED STATES GOVERNMENT

STATINTL

TO : Executive for Personnel and Administration      DATE: 12 December 1946  
FROM : [REDACTED] Advisor for Management, ICAPS  
SUBJECT: Proposed CIG Administrative Order on Maternity Leave

STATINTL

Recommend rewording the attached draft of Administrative Order as indicated below: [REDACTED] *Maternity Leave*

1. Under authority of regulations relating to annual and sick leave of government employees (as amended June 26, 1946; 11 F. R. 7257), applications for maternity leave may be approved by the Chief, Personnel Division, P & A Branch, under the following circumstances:
  - a. Written application will be submitted, accompanied by a doctor's certificate on Standard Form 71.
  - b. Normally maternity leave will not exceed six months, including--
    - (1) Accumulated sick leave
    - (2) Accumulated annual leave
    - (3) "Leave without pay status" for any balance of the six months' period after accumulated sick and annual leave have been used up.
2. Upon receipt of written advice from the attending physician certifying to the absolute necessity therefor, the Chief, Personnel Division, P & A Branch, may approve extension of an additional six months' period of maternity leave in a "leave without pay status". ))

STATINTL

[REDACTED]  
Colonel, AGH

- 1 Incl.  
Draft of Adm. Order

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CENTRAL INTELLIGENCE GROUP  
INTER-OFFICE ROUTING SLIP  
 (Revised 10 Sept 1946)

| FROM  | TO | INITIALS | DATE     |
|---|----|----------|----------|
| DIRECTOR OF CENTRAL INTELLIGENCE                  |    |          |          |
| EXECUTIVE TO THE DIRECTOR                         |    |          |          |
| SECRETARY TO THE DIRECTOR                         |    |          |          |
| EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR        |    |          |          |
| ADVISORY COUNCIL                                  |    |          |          |
| X Deputy EXECUTIVE FOR PERSONNEL & ADMINISTRATION |    | WOW      | 12/10/46 |
| CENTRAL RECORDS                                   |    |          |          |
| SECRETARY, NIA                                    |    |          |          |
| CHIEF, INTERDEPARTMENTAL STAFF                    |    |          |          |
| ASST. DIRECTOR, SPECIAL OPERATIONS                |    |          |          |
| ASST. DIRECTOR, RESEARCH & EVALUATION             |    |          |          |
| ASST. DIRECTOR, COLLECTION & DISSEMINATION        |    |          |          |
| CHIEF, SECURITY BRANCH                            |    |          |          |
|   |    |          |          |
|   |    |          |          |

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| <input type="checkbox"/> APPROVAL       | <input type="checkbox"/> INFORMATION          | <input type="checkbox"/> DIRECT REPLY |
| <input type="checkbox"/> ACTION         | <input type="checkbox"/> RETURN               | <input type="checkbox"/> COMMENT      |
| <input type="checkbox"/> RECOMMENDATION | <input type="checkbox"/> PREPARATION OF REPLY | <input type="checkbox"/> FILE         |
| <input type="checkbox"/> SIGNATURE      | <input type="checkbox"/> CONCURRENCE          | <input type="checkbox"/> DISPATCH     |

REMARKS: The attached proposed Admin. Order on Maternity Leave is forwarded for your comments or approval.

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December 1946

CENTRAL INTELLIGENCE GROUP

CIG ADMINISTRATIVE ORDER NO....

MATERNITY LEAVE

1. Pursuant to authority contained in the Federal Personnel Manual entitled "Regulations Relating to Annual and Sick Leave of Government Employees" (as amended June 26, 1946; 11 F. R. 7257) the regulations outlined below will be followed in granting maternity leave to employees of the CIG.
2. Under normal circumstances, the maternity leave granted an employee will not exceed six months. Upon receipt of an application for leave and a doctor's certificate on Standard Form 71, the Chief, Personnel Division may allow maternity leave as follows:
  - a. The employee will first utilize all accumulated sick leave.
  - b. The employee will next utilize all accumulated annual leave.
  - c. If the accumulated sick and annual leave of an employee is not sufficient to cover an absence from duty of six calendar months, the employee may be carried in a "Leave Without Pay Status" for the remainder of the six month period.
3. In cases where the exigencies of the situation so require, the Chief, Personnel Division, upon written advice from the attending physician, may approve an additional period of maternity leave, not to exceed six months, in a "Leave Without Pay Status". The <sup>APPLICATION FOR</sup> additional leave will be ~~granted~~ only in cases where the attending physician certifies to the absolute necessity therefor.

OPTIONAL FORM NO. 10  
MAY 1962 EDITION  
GSA GEN. REG. NO. 27

STATINTL

REVIEWED BY:

[Redacted Signature]

Chief, Fiscal Section

11/5/46  
(date)

STATINTL

Division, [Redacted]

"[Redacted]"

and [Redacted]

[Redacted Signature]

Chief, Personnel Division

12/5/46  
(date)

STATINTL

and [Redacted]

and [Redacted]

[Redacted Signature]

Chief, Procedures Unit, Budget Section

12/3/46  
(date)

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December 1948

CENTRAL INTELLIGENCE GROUPCIG ADMINISTRATIVE ORDER NO....MATERNITY LEAVE

1. Pursuant to authority contained in the Federal Personnel Manual entitled "Regulations Relating to Annual and Sick Leave of Government Employees" (as amended June 26, 1946; 11 F. R. 7257) the regulations outlined below will be followed in granting maternity leave to employees of the CIG.
2. Under normal circumstances, the maternity leave granted an employee will not exceed six months. Upon receipt of an application for leave and a doctor's certificate on Standard Form 71, the Chief, Personnel Division may allow maternity leave as follows:
  - a. The employee will first utilize all accumulated sick leave.
  - b. The employee will next utilize all accumulated annual leave
  - c. If the accumulated sick and annual leave of an employee is not sufficient to cover an absence from duty of six calendar months, the employee may be carried in a "Leave Without Pay Status" for the remainder of the six month period.
3. In cases where the exigencies of the situation so require, the Chief, Personnel Division, upon written advice from the attending physician, may approve an additional period of maternity leave, not to exceed six months, in a "Leave Without Pay Status". <sup>Application for</sup> The additional leave will be ~~considered~~ only in cases where the attending physician certifies to the absolute necessity therefor.

C O P Y

17 December 1946

STATINTL

CENTRAL INTELLIGENCE GROUP

STATINTL

C. I. G. ADMINISTRATIVE ORDER

GROUP HOSPITALIZATION

Reference: CIG Administrative Order

1. In accordance with an agreement with Group Hospitalization, Inc., the CIG Group Hospitalization Unit, Employee Relations Section, Personnel Division, Personnel and Administrative Branch, is activated effective this date.
2. [REDACTED] Room 114, North Building, Extension 680, is appointed Group Treasurer.
3. Inquiries, applications for membership, and payments on contracts in connection with group hospitalization will be made to [REDACTED]

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

/s/

[REDACTED]  
Colonel, AGD

Executive for Personnel and Administration